

Syllabus for FREN 1401 Online

Beginning French I, JanTerm 2019

Instructor

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OFFICE HOURS

[Attend virtual office hours](#): availability via Zoom on Wednesdays 12:00-1:00pm CST & by appointment (Join from PC, Mac, Linux, iOS or Android: <https://smu.zoom.us/j/xxxxxxxxxx>)

RESPONSE TIME

My goal is to respond to student communications within 24 hours, during weekdays. If for some reason I am unable to do so, I will follow up as soon as possible. I also always try to let you know ahead of time if I will be unreachable.

ASSIGNMENT FEEDBACK

My goal is to return graded assignments to you within 48 hours. If for some reason I am unable to do so, I will do my best to let you know in advance and will return your graded assignment to you as soon as possible.

COURSE DEVELOPER(S)

This course was developed by Gwendoline Aaron in collaboration with the Academic Technology Services Office for Dedman College. It follows the Dedman College Guidelines for Online Course Development, as well as the SMU World Languages and Literatures Guidelines for Online Courses.

Course Description

FREN1401 (4 credits per term) Beginning French: term one, is a 5-week, fully online course. Students will meet synchronously virtually for verbal activities with two partners at the end of

each weekly module, but the majority of the work will be completed asynchronously on Canvas and MindTap.

PREREQUISITE

This course is reserved for students with no previous knowledge of French.

Learning Outcomes

COURSE LEVEL OUTCOMES (CLO)

Upon completion of the course a successful student will be able to do the following:

- **CLO 1 Listening:** Demonstrate ability to understand, sentence-length speech, using familiar vocabulary and structures.
- **CLO 2 Reading:** Demonstrate ability to understand short, non-complex texts that convey basic information using familiar vocabulary and structures.
- **CLO 3 Speaking:** Express themselves in uncomplicated communicative situations related to familiar topics by responding to direct questions or requests for information, with responses typically consisting of short statements and discrete sentences.
- **CLO 4 Writing:** Write short, simple communications and requests for information in loosely connected texts framed in present time, with some references to other time frames.
- **CLO 5 Explore:** Compare cultural elements (practices, values, beliefs) of the Francophone world to their own culture (in English).

MODULE LEVEL OUTCOMES (MLO)

Throughout the modules in this course there are module-level outcomes listed. Next to each module level outcome (e.g., MLO 1.1) there is a number or numbers. That number or numbers correspond to the above course level outcomes (e.g., CLO 1). Everything you do in this course flows back to the course level outcomes.

Expectations

WORKLOAD

Time-on-task for a 4-credit course should total approximately 180 hours. As this is an intensive online language course, you will be expected to complete activities every day. The expected time required to complete all the activities in this course is approximately 40 hours per week, though this is a general estimate and it will vary from student to student. There will be set due dates for tests and synchronous meetings, so make sure that all the work assigned for a weekly module has been submitted before you take the module test.

SYNCHRONOUS MEETINGS

Once a week, you will have the opportunity to connect virtually (via Zoom) synchronously (at the same time) in groups of two or three participants for 30 to 45 minutes to practice pronunciation and engage in speaking activities. Unlike in face-to-face language course, you will have plenty of chances to communicate in writing via the discussion board, but much less in speaking. Coordinating classmates' schedules and time zones can be challenging, but this weekly opportunity for direct interaction is usually rewarding. Schedule your meetings well in advance, and attend prepared so that you and your partners can gain the most from of each meeting.

Grading

Your work and overall performance will be recorded on Canvas. Students can access their current weighted average at any time under the [Total Column](#).

SCALE

A	A -	B +	B	B -	C +	C	C -	D +	D	D -	F
100-93%	92-90%	89-87%	86-83%	82-80%	79-77%	76-73%	72-70%	69-67%	66-63%	62-60%	59% and below

BREAKDOWN and LATE WORK POLICIES

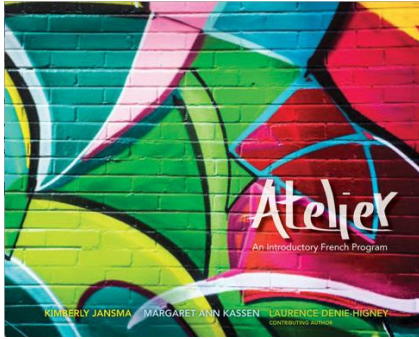
Assignments	Description	Percentage
MindTap Activities	Online homework with automatic feedback and multiple attempts. Highest score is automatically saved. MindTap activities are due by 11:00pm CST on the dates they are assigned. No late work will be accepted without prior written approval from the instructor.	20%
Participation	Canvas Discussions board and synchronous meetings via Zoom. Missed meetings will not be rescheduled.	30%
Quizzes	Canvas vocabulary Quizzes.	5%
Canvas Assignments	Demonstrate progress in listening comprehension while watching videos, in speaking via audio recordings, in reading via Web searches, and in in writing compositions. Late assignments will be penalized 10 to 20 points.	20%
Tests & Exam	Four skills tests and a final cumulative exam all in Canvas. Tests will open every Friday and close every Sunday at 11:59pm CST. No extensions will be granted without prior written approval from the instructor.	25%
TOTAL		100%

Statement on attendance: Attendance in this course is met by the timely completion of the required assignments and activities embedded within this course. *More than five consecutive days of inactivity in a 5-week course is the equivalent of missing 15 days in a semester-long*

course on campus, which constitutes grounds for failure according to our current departmental policy. If you cannot complete an activity on time, communicate directly with your instructor.

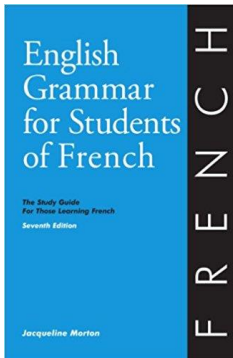
Materials

REQUIRED



Jansma, K., Kassen, M. A., & Denié-Higney, L. (2019). *Atelier: An introductory French Program*. Boston, MA: Cengage Learning.

RECOMMENDED



Morton, J., & Neu, H. (2013). *English grammar for students of French: The study guide for those learning French*. Ann Arbor: The Olivia and Hill Press.

Technologies

This fully online course occurs primarily via canvas.smu.edu. Some activities and resources occur within [Cengage MindTap](#). To be successful in this course, students should have basic keyboarding and computer skills, and be comfortable navigating the Internet.

To create your Cengage account, please follow the directions in the [MindTap Student Guide](#). Also be sure that your device or devices meet the **technical requirements** for both systems.

IMPORTANT

A **webcam** is required for recording activities in both Canvas and MindTap. If your device does not have a built-in webcam, one can be purchased at a local consumer electronics store or through an online retailer like [Amazon](#).

CANVAS

[Technical requirements](#) and [browser requirements](#) for Canvas are located in the [Canvas Student Guide](#).

MINDTAP

To check whether your computer meets the requirements for using MindTap, go to this link:

<http://ng.cengage.com/static/browsercheck/index.html>

MindTap web-based learning platform requires broadband internet access and supported web browsers and plugins. Browser requirements and additional technical requirement are located in [MindTap System Requirements](#).

Additional Requirements

- A high-speed connection with throughput of 256 Kbps or more is recommended to use audio and video components.
- Screen resolution: 1024 x 768 or higher
- You will need speakers or a headset to listen to audio and video components, and a **webcam** is necessary for recording activities.

Registration and Access

Watch the video tutorial below on how to register and access MindTap and the eBook:

- [MindTap Registration and Login](#)

To purchase directly from the publisher, go to [Cengage Unlimited](#) and search for *Atelier*, 1 term (4 months) Printed Access Card. ISBN: 9780357700037

To access a free trial for 5 days, connect to cengage.com using the [link](#) from your instructor and follow the prompts.

Navigation

Watch the video tutorials below on how to navigate MindTap:

- [Completing MindTap Assignments](#)

- [Accessing your grades on MindTap](#)

Additional Resources

Explore the links below to learn more about Cengage MindTap:

- [MindTap Student Quick START GUIDE](#)
- Digital Support
 - [Cengage Tech Check](#)
 - [Cengage Platforms Services](#)

MindTap Technical Support

For assistance with MindTap, contact Cengage:

- [Cengage Customer Support](#)
- 1.800.354.9706

ZOOM

[Zoom](#) is used for online synchronous (i.e., real-time) meetings in this course. Please be sure your devices meet the [technical requirements](#) for Zoom.

RESPONDUS LOCKDOWN BROWSER and MONITOR

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Watch this [short video](#) to get a basic understanding of LockDown Browser and the webcam feature. A student [Quick Start Guide \(PDF\)](#) is also available.

Then download and install LockDown Browser from this link:

<http://www.respondus.com/lockdown/download.php?id=951749825>

To ensure LockDown Browser and the webcam are set up properly, do the following:

- Start LockDown Browser, log into <http://canvas.smu.edu>, and select this course.
- Locate and select the **Help Center** button on the LockDown Browser toolbar.
- Run the **Webcam Check** and, if necessary, resolve any issues.
- Run the **System & Network Check**. If a problem is indicated, see if a solution is provided in the Knowledge Base. Troubleshooting information can also be emailed to our institution's help desk.

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers)
- Clear your desk of all external materials not permitted — books, papers, other devices
- Remain at your computer for the duration of the test
- If the computer or networking environment is different than what was tested above, repeat the Webcam and System checks prior to starting the test
- To produce a good webcam video, do the following:
 - Avoid wearing baseball caps or hats with brims
 - Ensure your computer or tablet is on a firm surface (a desk or table) — not on your lap, a bed, or other surface that might move
 - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
 - Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

Additional resources related to Respondus LockDown Browser and Monitor, including a link to download the LockDown Browser iPad App, are located at <https://www.smu.edu/OIT/Services/LockDownBrowser>.

PRIVACY POLICIES

- [Canvas by Instructure](#)
- [Cengage Privacy Policy](#)
- [Kaltura Video App in Canvas](#)
- [SMU OIT Policies and Legislation](#)
- [YouTube Privacy Policy](#)
- [Respondus LockDown Browser](#)
- [Zoom](#)

ACCESSIBILITY

- Canvas
 - [Accessibility within Canvas](#)
 - [Voluntary Product Accessibility Template](#)
- [MindTap Accessibility Solutions for Students](#)
- [Kaltura Video App in Canvas](#)
- [YouTube Accessibility](#)
- [Respondus LockDown Browser](#)
- [Zoom](#)

The following services and resources are available to SMU students:

- [Altshuler Learning Enhancement Center](#)
 - ALEC offers study-skill workshops and can help you with learning strategies and test preparation. Their phone number is (214) 768-3648.
- [Altshuler Writing Center](#)
 - The Altshuler Writing Center is open to all students who need technical advice on their assigned papers. The writing center is open most afternoons and a few evenings. To work with someone at the writing center you must make an appointment in advance. To contact please call (214) 768-3648.
- [DASS](#)
 - Students needing academic accommodations for a disability must first contact [Disability Accommodations & Success Strategies](#) (DASS) at (214) 768-1470 to verify the disability and to establish eligibility for accommodations. They should then schedule an appointment with the professor to make appropriate arrangements. (See [University Policy No. 2.4](#); an attachment describes the DASS procedures and relocated office.) If you have a disability accommodation you must contact DASS and have a letter of accommodation delivered to the instructor no later than the third day of class. You can email a scanned copy of your letter.
- [my.SMU](#)
 - Online portal for SMU students that allows you to view personal information, emergency contact information, register for AARO (if applicable), view class schedule, enroll in classes, add/drop/swap classes, view grades and view financial aid packages.
- [SMU Bookstore](#)
 - Information on textbooks, events, buyback, promotions and more.
- [SMU Bursar](#)
 - Information on student finances, bill pay and more.
- [SMU Counseling Services](#)
 - College can be a stressful time. There are many transitions and major life events occurring while you are a college student. If you or a friend is going through a difficult time and needs someone to talk to please seek out the resources provided by the counseling center, located in the Health Center and their phone number is (214) 768-2211. For 24 hour help contact (214) 768-2860.
- [SMU Dedman Recreation Center](#)
 - Regular exercise is one of the best things you can do for your mental and physical well-being.
- [SMU Libraries](#)
 - SMU Libraries has reference librarians happy to help with your research needs. Contact a librarian at <http://askalibrarian.smu.edu/> or call (214) 768-2326.
- [SMU OIT](#)
 - OIT provides computing, information processing, and communications resources to satisfy the needs of faculty, students, and staff, and offers comprehensive support services to help them use technology effectively and creatively.

- [SMU Student Affairs](#)
 - SMU Student Affairs is a network of [departments, programs and services](#) focused on supporting students' out-of-classroom experiences and co-curricular learning.
- [World Languages and Literatures Technology Lab](#)
 - Located in Clements 234. The lab is equipped with both Mac and PC computers. The center also provides an audiovisual center capable of showing movies from all regions of the world, a comfortable space for class meetings, reading and studying, and a newly-remodeled conference room in Clements 228 that can be reserved for both faculty and student use.

University Policies

DISABILITY ACCOMMODATIONS

Students needing academic accommodations for a disability must first register with Disability Accommodations & Success Strategies (DASS). Students can call (214) 768-1470 or visit <http://www.smu.edu/Provost/ALEC/DASS> to begin the process. Once registered, students should then schedule an appointment with the professor as early in the term as possible, present a DASS Accommodation Letter, and make appropriate arrangements. Please note that accommodations are not retroactive and require advance notice to implement.

Please, also note that for this language class, the audio-only files do not include a transcript when listening comprehension is being assessed. If needed, contact the instructor for a transcript.

RELIGIOUS OBSERVANCE

Religiously observant students wishing to be absent on holidays that require missing class should notify their professors in writing at the beginning of the term, and should discuss with them, in advance, acceptable ways of making up any work missed because of the absence. (See University Policy No. 1.9.)

EXCUSED ABSENCES for UNIVERSITY EXTRACURRICULAR ACTIVITIES

Students participating in an officially sanctioned, scheduled University extracurricular activity should be given the opportunity to make up class assignments or other graded assignments missed as a result of their participation. It is the responsibility of the student to make arrangements with the instructor prior to any missed scheduled examination or other missed assignment for making up the work. (University Undergraduate Catalog).

ACADEMIC INTEGRITY and the SMU HONOR CODE

Southern Methodist University is very proud of being an honorable community of scholars. As a faculty member, I am very proud of this tradition and feel strongly that those who violate the honor code will be dealt with through the University Honor Council. Please take the time to read the [SMU Honor Code](#).

In addition to adhering to the SMU honor code please be aware that I consider the following behaviors to be in direct violation of academic integrity: turning in papers and academic work that is not your own, turning in work you completed in another class almost verbatim, improperly citing content from other academic and non-academic sources, copying from others during exams and quizzes, utilizing unauthorized notes during exams and quizzes, relying on other students, family members, friends, or paid service to complete your assignments and exams. *If you have any questions about what constitutes academic dishonesty, please ask me!*

Please, also note that our World Languages and Literatures Department specifically wants to make it clear that any use of translation software that is not specifically authorized by the instructor constitutes cheating.

Finally, understand that all of your papers and assignments will be submitted through **Turnitin Plagiarism Detection Service** via Canvas. Prior to submitting your work, you will have an opportunity to review your personal reports and correct any missing citations.

Modules Calendar		
Dates	Topics	Weekly Timetables
Dec. 13	Course Information Module	<ul style="list-style-type: none"> View and complete activities in Module START HERE
Dec. 14-23	"Bonjour SMU" (Modules 1 & 2)	<ul style="list-style-type: none"> View and complete activities for Module Week 1 listed in the timetable at the end of the Overview Page Complete MindTap activities for Modules 1 & 2
Dec. 24-30	"Chez nous" (Modules 3 & 4)	<ul style="list-style-type: none"> View and complete activities for Module Week 2 listed in the timetable at the end of the Overview Page Complete MindTap activities for Modules 3 & 4
Dec. 31-Jan. 6	"Allons au café!" (Module 5)	<ul style="list-style-type: none"> View and complete activities for Module Week 3 listed in the timetable at the end of the Overview Page Complete MindTap activities for Module 5
Jan. 7-13	"Qu'est-ce qui s'est passé?" (Module 6)	<ul style="list-style-type: none"> View and complete activities for Module Week 4 listed in the timetable at the end of the Overview Page Complete MindTap activities for Module 6
Jan. 14-16	Final Review Module	<ul style="list-style-type: none"> View and complete activities in WRAP UP Module

Please, note:

Module tests will open every Friday and close every Sunday at 11:59 pm. New modules will become available when the test for the previous week has been submitted. MindTap activities are due by 11:00 pm on the date they are assigned.

The Help Desk will be closed for Winter holiday Dec. 24 - Jan. 1. Starting January 2, the Help Desk will be open 8am-6pm M-F for Jan Term. Regular semester hours will not resume until January 18.